



Western Upper Peninsula Health Department

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FOIA Requests may be submitted via:
Mail: 540 Depot St. Hancock MI, 49930
Email: requests@wuphd.org
Fax: 906-482-9410

<u>For Office Use Only</u>
FOIA#: _____
Date: _____

ATTENTION: ENVIRONMENTAL HEALTH DEPARTMENT

This is an original request for information pursuant to the **Freedom of Information Act**, Act 442, Public Acts of 1976. Please provide copies of:

*Original Name of Owner (Person who applied for permits) _____
*Location Address: _____
*County: _____ *Township _____ *Section ___ *Twp ___ *Range ___
*Information Requested: _____

- I understand I will be required to pay a fee for producing and duplicating records, calculated as follows:
- 1) Actual mailing cost
 - 2) Incremental costs of duplication or publication, to include:
The cost of labor incurred in duplication, mailing, search, review, examination and separation. The cost will be based on the hourly wage of the lowest paid employee who is capable of retrieving the information, multiplied by the actual time spent.
 - 3) Actual copy/scanned cost multiplied by the number of pages, calculated at \$.10 per page.
- An invoice detailing the above components will be sent with the records requested.

- Exempt** from the above fees are requests by:
- Health care providers who continue care or treatment for our clients
 - Federal, State, or County authorities, as allowed by law
 - Medicare

I understand the WUPHD has five (5) days to comply with this request. Please notify me immediately of any decision not to comply and the reasons thereof.

Sincerely,

*Signature

Date

*Print Name

*Address

*City State Zip

*Phone Number

****All asterisked items must be complete**